

CITY OF QUINCY

SPECIAL EVENT APPLICATION

Instructions: In order for the City of Quincy to assist you with your Special Event, please complete the application below. Please refer to the City of Quincy's Special Event Policy prior to completing this application for any requirements or permits that might apply to your event.

Events that intend to use any portion of Quincy Park District property must also contact the Quincy Park District to schedule the use of these areas. The Quincy Park District contact information may be obtained at www.quincyparkdistrict.com.

Once complete, the application, all required permit applications, copies of other permits, and any other supporting documentation should be emailed to SpecialEvents@quincyil.gov. Paper copies may be mailed or delivered to Quincy City Hall, Attn: Special Events, Engineering Department, 730 Maine St, Quincy, IL 6230.

Applications that do not include all of the necessary supporting documentation will not be considered for approval.

I. BACKGROUND

A. Event Information

Event Title:

Event Description (20-25 Words):

Event Date(s) & Start/End Times:

Alternate/Rain Event Date(s) & Start/End Times (if applicable):

Event Location (include street(s), bike path(s) and/or other descriptions as it applies):

B. Sponsoring Organization

Name of Sponsoring Organization:

Type of Sponsoring Organization: Governmental / Non-Governmental / Non-Profit / Private / For-Profit Event / Service Club Organization

Website:

Mailing Address:

- For not-for-profit, attach documentation certifying not-for-profit status.

C. Event Contact

Name of Event Representative/Contact:

Contact Phone:

Email Address:

D. Attendance/Traffic

Estimated Total Attendance:

Estimated Total Number of Vehicles:

E. Use of Quincy Park District Areas/Facilities

Indicate what Quincy Park District areas/facilities will be used or occupied:

If any areas/facilities above are indicated, please contact the Quincy Park District to schedule a reservation and fill out the proper permit request form.

- Attach copy of Quincy Park District permit or request form.

Please note: Any event that has indicated that it will use Quincy Park District areas/facilities as well as City of Quincy property/facilities will be subject to review by both City of Quincy and the Quincy Park District and both entities must approve their respective permit applications for the event to receive a permit.

F. Reservation of Annual Event

For events intended to be annual, at regularly scheduled dates, please indicate the date(s) for the following year's event:

Please note that approval of the current year's application will include reservation of the next year's proposed dates. However, it will not constitute approval of next year's event, which must have its own timely application submitted for City approval.

II. REQUIREMENTS AND CONDITIONS

A. Certificate of Insurance/Hold Harmless Agreement

- Attach a copy of the event certificate of insurance and hold harmless agreement.

B. COVID-19 Procedures

- Attach a copy COVID-19 procedure plan based on current State or County Phase.

Please refer to City's Special Event Policy for what should be included in the plan.

C. Alcoholic Beverages

Will the event include the dispensing or selling of alcoholic beverages?

Yes No

If yes, please explain:

- Attach application or copy of Class C Liquor License for sale and/or dispensing of alcohol. Class C-1 (non-profit special event) or C-2 (for profit special event).
- Attach copy of DRAM Shop Insurance for the sale/consumption of alcohol

D. Food and Beverages (Non-Alcoholic)

Will the event be selling/serving food and/or beverages (non-alcoholic)?

Yes No

- Attach Adams County Health Department Sanitation Certificate

Please note: Events serving food must contact Adams County Health Department for approval and inspection. All cooking devices used under a tent need approval and inspection by the Quincy Fire Department.

E. Site Plan/Route Map

- Attach a site map of your event providing the locations of all significant activities referenced in this application.

Please refer to Appendix D – Site Plan/Route Map in the City's Special Event Policy for instructions on site map requirements.

F. Closure of Public Street/Sidewalk

Does the event require the closure of a public street or sidewalk?

Yes No

If yes, please explain and show closures on Site Plan:

Please note: Closure request will be placed on City Council Agenda. For those events that require street closures, or may cause disruption for City of Quincy residences or businesses, mailed or hand delivered notification must be provided to the affected parties thirty (30) days prior to the event.

G. Electrical Service

Will the event require electrical service?

Yes No

If yes, please show location of electrical installations on Site Plan and indicate source:

- Event-provided generator(s)
- City-provided temporary service

H. Tents & Temporary Structures

Will the event be using a tent (larger than 120 square feet) or other temporary structure?

Yes No

If yes, please show location(s) on Site Plan and indicate all that apply:

Tent Stage Other

Please describe other:

- Attach a copy of the Temporary Outdoor Structure Application.

Please note: All temporary outdoor structures require an inspection by the Quincy Fire Department, and you must contact them to perform that inspection as soon as the tent / temporary structure is setup and prior to the start of the event.

I. Portable Sanitation Facilities

Will the event be providing portable sanitation facilities?

Yes No

If yes, please show location(s) on Site Plan and indicate how many:

Please refer to Appendix B – Special Event Portable Sanitation Facilities Breakdown in the City’s Special Event Policy. Number required is based on number of event attendees.

Will you be providing or requesting additional water service?

Yes No

If yes, please describe:

J. Emergency Response, Security & First Aid

Does the event anticipate 250 or more in attendance?

Yes No

If yes, please show location of first aid facilities on Site Plan.

- Attach copy of the event Emergency Response & Security Plan.

Please refer to City’s Special Event Policy for what should be included in the plan.

Does the event anticipate 1,000 or more in attendance?

Yes No

If yes, please show location of first aid facilities and ambulance(s) on Site Plan.

- Attach copy of contract agreement with the ambulance service, or waiver issued by the Adams County Emergency Management Systems department.
- Attach copy of Event Crisis Procedures Plan.

Please note: At least one paramedic ambulance shall be required at the event site. Please indicate whether ambulance service is private, or if event is requesting to hire the County.

1,000 or more in attendance: Completion of the Event Crisis Procedures form is required.

Please refer to Appendix E – Event Crisis Procedures in the City’s Special Event Policy for a sample form that can be modified and submitted.

K. Trash/Recycling Receptacles and Collection

Will the event be providing for the placement of trash receptacles and refuse pick-ups during and/or after the event?

Yes No

If yes, please describe the how this service will be provided (i.e. number and location of receptacles, frequency of refuse pick-up, event volunteers or contracted service, etc.)

Please note: Typically, trash/recycling receptacles are necessary at most events and the event site shall be cleared of all debris within eight (8) hours after close of the event.

L. Amplification & Live Entertainment

Will the event use loudspeakers, other amplification devices, or have live entertainment?

Yes No

If yes, please explain:

- Attach Live Entertainment Public Gathering Permit

Please note: Per City Ordinance no sound amplification equipment is to be used before 7:00am or after 10:00pm unless a special variance has been reviewed and approved.

M. Fireworks & Pyrotechnics

Will the event be using Fireworks and/or Pyrotechnics?

Yes No

- Attach Fireworks Permit

Please note: A permit is required for the public exhibition of fireworks or pyrotechnics, available through the City Clerk's office. Please also contact the Quincy Fire Department to schedule a time to review the event location with fire department personnel.

N. Raffles

Will the event conduct a raffle where a total aggregate value of the prize(s) is over \$500?

Yes No

- ☐ Attach Raffle Permits

Please note: A City and County permit is required.

O. Parades

Will the event have a parade?

Yes No

- ☐ Attach Parade Permit/License

P. Rides / Runs / Walks

Will the event have a ride, run or walk?

Yes No

- ☐ Attach ride, run or walk Permit/License

Q. Carnival / Circus

Will the event have a carnival and/or circus?

Yes No

- ☐ Attach Carnival or Circus Permit(s)/License(s)

R. Waiver of Event Requirement or Condition

Please list the requirements or conditions requested to be waived and an explanation:

Please note: Event requirements and conditions shall only be waived by the City Engineer in connection with the Permit Review Committee in those instances as deemed to be in the best interests of the City.

Statement of Acknowledgement

I, _____, have read the City of Quincy's Special Events Policy, agree to abide by its provisions, and have completed this application in accordance with the policy to the best of my ability.

Signature

Organization

Title

Date

Attachments (please check all that apply):

- ☐ Certification as a Not-For-Profit Organization (if applicable)
- ☐ Quincy Park District Permit or Request Form
- ☐ Certificate of Insurance/Hold Harmless Agreement
- ☐ COVID-19 procedure plan
- ☐ Liquor License Application
- ☐ DRAM Shop Insurance
- ☐ Food & Beverage License – Adams County Health Department Sanitation Certificate
- ☐ Site Plan/Route Map
- ☐ Temporary Outdoor Structure Application
- ☐ Emergency Response, Security & First Aid Plan
- ☐ For 1000+ Ambulance Service Agreement
- ☐ For 1000+ Event Crisis Procedure
- ☐ Live Entertainment Public Gathering Application
- ☐ Fireworks Permit Application
- ☐ Raffle Permit(s) Application
- ☐ Parade Permit/License
- ☐ Rides, Runs, Walks Application
- ☐ Carnival/Circus Application